

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

May 22, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT NO. 2 TO AGREEMENT NO. 68733  
(FOR PUBLIC USE COPIERS AND TYPEWRITERS)  
(ALL DISTRICTS) (3-VOTE MATTER)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and delegate authority to the County Librarian to sign the attached amendment to Contract No. 68733 with APS Affiliates, Inc. to extend the contract for operation of a concession to the Public Library Department on a month-to-month basis not to exceed nine (9) months for an extended contract term to provide the Department with additional time to restructure and re-solicit the Request for Proposal. The amendment shall become effective upon your Board's approval or July 1, 2003 whichever is later.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Public Library (Library) has provided coin-operated copiers and typewriters through a concession contract for customer use for over twenty years. In addition to providing a convenient service to the public, the provision of copiers for the public reduces damage to library books by allowing customers to copy pages.

The existing concession contract expires June 30, 2003. The Department initiated a solicitation for a new contract in April 2003, which was unsuccessful. The Department needs to continue providing service without interruption while a new solicitation has begun.

Therefore, the Department requests that the County Librarian be authorized, to extend the existing contract on a month-to-month basis, not to exceed nine (9) months, pending the results of a new solicitation. The purpose of this recommended action is to enable the Library Department to continue providing copier and typewriter services to the public during the time required for the Department to complete a new solicitation process for the concession contract.

#### Implementation of Strategic Plan Goals

Approval of the recommended amendment is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

#### **FISCAL IMPACT/FINANCING**

None. There is no net County cost as result of the amendment. The County gets a percentage of concession revenue of public use copiers and typewriters.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Library has determined that the Living Wage program (County code chapter 2.201) does not apply to the recommended amendment.

The Department solicited proposals to add concession based computer printing in addition to copiers and typewriters to the current services in order to reduce costs related to the Library's public access computer program. However, the results of our solicitation indicate that there were no vendors responsive to the Request for Proposal (RFP) for concession based copiers, typewriters, and printers. The Department plans to issue a re-structured solicitation, which we believe will allow more firms to respond to the solicitation.

In addition, the existing contractor has agreed to an extension on the term, and agrees to notify and assist its employees with the Federal Earned Income Tax Credit application process, and is required and has agreed to consider qualified GAIN/GROW participants for employment openings, and comply with the Jury Duty Ordinance, the Safely Surrendered Baby Law, and the County's Child Support Compliance Program. The Child Support Services Department has confirmed that the contractor has complied with the requirement to file a Principal Owner Information Form with its office.

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The attached amendment includes all currently required provisions and has been properly executed by the contractor. County Counsel has approved this amendment as to form.

### **CONTRACTING PROCESS**

On April 8, 2003, proposals were solicited from the Library's proposers list, which includes contractors listed on the County's Office of Affirmative Action Compliance Community Business Enterprise (CBE) Database. Advertisements were placed in the Los Angeles Times, The Sentinel, and a chain of bilingual community ethnic newspapers published by The Eastern Group. The solicitation information was also made available to prospective contractors on the County's website.

Thirty-seven (37) RFP's were mailed out, nine (9) "NO BID" letters were received, and one (1) proposal was received on May 5, 2003. The single proposal received was determined to be non-responsive. Therefore, it was determined in the best interest of the County to restructure and re-solicit the RFP.

### **IMPACT ON CURRENT SERVICES**

Approval of this amendment will assure the continuation of pay per usage copier and typewriters service for Library customers.

Respectfully submitted,

Margaret Donnellan Todd  
County Librarian

MDT:DF:EVT:jm

Attachments

c: Chief Administrative Office  
County Counsel  
Executive Office, Board of Supervisors  
Auditor-Controller